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31 July 1970

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 31  
27 - 31 July 1970

1. NE has alerted AIR to another full-time training request  
for the Fall Semester -- this [REDACTED] 25X1C4e

25X1C4e

[REDACTED] The employee is a staff agent;  
the training is to improve his cover. He is already fairly well  
established [REDACTED] We had earlier provided cost  
estimates for such a program to NE, both per diem and tuition.

25X1A9a

2. [REDACTED] Deputy Chief/Nuclear Energy Division,  
OSI, will attend the Organizational Development Seminar at the  
Federal Executive Institute, 16 - 21 August.

3. After all the problems experienced in the DIS Information  
Science Center's pilot course, Information Science in Support of  
Intelligence (reference Weekly No. 30, 24 July), the new Center  
finally scored a plus. Our student, [REDACTED], the IPC for  
TSD, in the Survey of Intelligence Information Systems Course (two  
weeks), reports very favorably on the program. She is recommending  
wide participation in the course. We have informed [REDACTED] 25X1A9a  
and [REDACTED] IPC.

4. Two Agency employees, one from TSD, [REDACTED] 25X1A9a  
chemist, and the second from ORD, [REDACTED] Technical Officer,  
will be attending a course on Biomedical Telemetry next month.  
It is being offered by the American Institute of Biological Sciences  
at the American Museum of Natural History. Mr. [REDACTED] is Program 25X1A9a  
Manager for ORD's [REDACTED] and Mr. [REDACTED] is Manager of  
TSD's [REDACTED] and is currently working on projects  
involved with the [REDACTED] 25X1X3

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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5. A letter was received in the Central Cover Staff from the U. S. Army Signal Center and School, Ft. Monmouth, New Jersey, concerning its correspondence courses. It stated, "Due to the number of U. S. military personnel enrollments in the Correspondence Course Program, it is necessary that all civilian personnel enrollments be suspended. Therefore, all enrollment applications from civilian personnel received after 25 June 1970 will not be accepted." It further stated, "It is hoped that this situation is temporary. If desired, you may submit applications eight months from 8 July 1970."

6. We were able to fill only one of two slots allocated to us by the Department of Defense Computer Institute (DODCI) for the Intermediate Executive Course, starting 3 August 1970. Our candidate is [REDACTED] OC ( Reference Weekly No. 30, 24 July).

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25X1A9a

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7. According to the Printing Services Division, the OTR Catalog printing is proceeding according to schedule, and the estimated completion date is the week of 10 August. The draft of the requested Headquarters Employee Bulletin announcing publication of the Catalog should be forwarded to Chief, SSS/DDS by 3 August. We are asking that the HEB be distributed, if possible, during the week of 10 August to coincide with the distribution of the Catalog. We have also re-checked with Training Officers on their requirements regarding numbers of copies.

8. A "quota roster" of Department of Defense Weapons Courses has been sent to those component Training Officers who requested slots for FY 1971. The rosters were sent through the Senior Training Officers. 168 slots were allocated.

Allocations were given out for the following facilities and courses:

Maxwell AFB, Montgomery, Alabama (Air Force)

1. Fundamentals of Space Operations
2. Weapons Employment Planning
3. Space Orientation

Vandenberg AFB, California (SAC)

1. Ballistic Missile Staff Course (Senior)
2. Ballistic Missile Staff Course (Staff)

Sandia Base, New Mexico (DASA)

1. Nuclear Weapons Orientation Advanced Course
2. Nuclear Weapons Design Information Course

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9. Administrative briefings were given this week to:

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a. [REDACTED] OP, attending American University during the fall semester as an undergraduate student in Personnel Administration.

25X1A9a

b. [REDACTED], OP, Northern Virginia Community College, attending the fall quarter for studies in Personnel Management.

25X1A9a

c. [REDACTED], OSR, attending the University of Maryland for one year of graduate training in economics.

25X1A9a

d. [REDACTED] FE (now assigned to the [REDACTED] 25X1A6a Force), will attend George Washington University this coming

25X1C4d

25X1C4d

25X1A9a

e. [REDACTED] was briefed this week prior to departure for the University of Nebraska. He has just returned from a PCS tour in [REDACTED] and will go directly from his home leave point to Omaha. He will be studying Electrical Engineering.

10. The Department of Housing and Urban Development is in the process of decentralizing its ten area offices into 28 additional regional offices throughout the country. As a result, they have to train their personnel who are going to man the new offices. Programs of instruction are in the process of development by subject matter specialists at HUD Headquarters who have no previous teaching experience. In order that this be done more effectively, HUD has asked other Government agencies for the loan of personnel qualified to develop programs of instruction. DTR was contacted by HUD for such assistance and nominated [REDACTED] Chief, ITB/ISS.

Chief, ITB spent 27 - 30 July working at HUD with Mr. Wayne Cobb, Assistant Director for Technical Assistance. During this period Chief, ITB:

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a. Wrote a paper outlining the procedures for the development of a curriculum and some suggestions on how instruction should be conducted.

b. Conducted training sessions with the persons assigned instructional responsibilities on how to develop and present instruction.

The Instructional Staff at HUD is now in the process of preparing instructional objectives. They have requested Chief, ITB, to return 8 - 18 September. At that time he will review the objectives as well as their completed lesson plans.

25X1A9a

[REDACTED]  
Chief  
Instructional Support Staff

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